



King County

2005 KCGIS Training Registration Form

<u>Send Completed Registration Form with Payment to:</u> Katy Cressey, King County GIS Center 201 South Jackson Street, MS: KSC-NR-0706 Seattle, WA 98104-3855 Phone (206) 296-4431 Fax (206) 263-3145 Email: Katy.Cressey@Metrokc.gov	<u>For Course Content & Schedule Questions, contact:</u> Cheryl Wilder, KCGIS Training Coordinator Phone (206) 263-5220 Fax (206) 263-3145 Email: Cheryl.Wilder@Metrokc.gov
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Please indicate course the course/session/cost you are registering for:

Course Title	Course Date(s)	Number of Students	2005 Price for King County Employees	2005 Price for Non-County Employees
<input type="checkbox"/> Introduction to ArcView 3.x			<input type="checkbox"/> \$375.00 per student	<input type="checkbox"/> \$660.00 per student
<input type="checkbox"/> Putting KCGIS Data to Work			<input type="checkbox"/> \$195.00 per student	<input type="checkbox"/> \$335.00 per student
<input type="checkbox"/> Using KC Assessor Data for GIS			<input type="checkbox"/> \$195.00 per student	<input type="checkbox"/> \$335.00 per student
<input type="checkbox"/> Migrating to ArcView 8			<input type="checkbox"/> \$410.00 per student	<input type="checkbox"/> \$690.00 per student
<input type="checkbox"/> Introduction to ArcGIS 1			<input type="checkbox"/> \$410.00 per student	<input type="checkbox"/> \$690.00 per student

Total cost for courses and number of students registering: _____
(Status as employee of King County subject to verification)

Registrant(s):	First Name	Last Name	Phone#	Fax#
1.	_____			
2.	_____			
3.	_____			
4.	_____			

Please provide your payment information:

- ☐ King County employee ARMS agency cost codes: Low Org.: _____ Acct.: _____ Task: _____ Proj.: _____
- ☐ King County employee IBIS agency cost codes: Cost Center: _____ Acct.: _____ Proj.: _____
- ☐ Payment by check for non-King County employees. Check for total cost, made out to King County Finance Department, must be included with registration form.

Please record your billing/payment contact information below:

Contact Name:	
Organization/Agency:	
Address:	City, State, Zip:
Phone:	Email:

APPROVAL (for County Employees) to ensure payment:

Supervisor signature: _____ Date: _____

Supervisor name printed: _____ Supervisor Phone/Email: _____

Charge information and supervisor approval must be completed to guarantee registration acceptance.

Note: Payment must be received 2 weeks before the scheduled class start date. Registered students who cancel with less than five days notice, or who fail to attend the course even though registered, will be billed for the entire cost of the class. The student is responsible to attend the course, or to arrange for a replacement and notify the KCGIS Training Coordinator.

Registration and enrollment is subject to the Standard Training Terms and Conditions on page 2 of this form.

KING COUNTY GIS CENTER

KCGIS CENTER PROVIDED TRAINING SERVICES STANDARD TRAINING TERMS AND CONDITIONS

TRAINING SERVICES TO BE PROVIDED: The contents of each King County GIS Center training course are outlined in the Training Course Descriptions (see: http://www.metrokc.gov/gis/services/training_course_outline.htm). However, KCGIS Center reserves the right to adjust the syllabus of any course at its sole discretion and without notice.

WARRANTY: King County GIS Center has resources and staff with the necessary knowledge, skills, and abilities to provide the training services offered. Notwithstanding, all training services are provided "as-is," without a guarantee or warranty of any kind, either expressed or implied. KCGIS Center is not responsible for the performance of any student after attending a course.

LIMITATION OF LIABILITY: King County GIS Center shall not be liable for any indirect, special, or consequential damages which may arise from its performance under this agreement.

CLIENT RESPONSIBILITY: The customer is responsible to ensure that:

- Students meet the prerequisites and recommendations as outlined in the Training Course Description.
- Students attend each training session at the set schedule and participate in training activities as directed by the instructor.
- Students will make themselves aware of and adhere to the KCGIS Center Training Facility policies related to health, safety, security, and emergencies.
- Students will not copy, in whole or in part, any copyrighted course material acquired during the course.
- Client cancellations must be received in writing and must be received by KCGIS Center no less than two weeks before the start of the course. The client may substitute a suitably qualified alternate for any student enrolled at any time up to commencement of the course. Registered students who cancel with less than two weeks notice, or who fail to attend the course even though registered, will be billed for the full cost of the course.

KCGIS Center reserves the right to terminate the training course for any attendee it feels is not fit to attend.

REGISTRATION AND PAYMENT: The price for each King County GIS Center training course is published on the KCGIS Center Web site (see: http://www.metrokc.gov/gis/services/training_register.htm). KCGIS Center reserves the right to change the published training price at the beginning of each calendar year, or upon advance notice if costs change significantly at other times.

To register, a Training Registration form must be sent to the KCGIS Center Training Coordinator.

Payment for King County employees is made by interfund transfer. Payment must be received no less than two weeks before the scheduled start date of class. Non-King County Government agencies must provide a check for the full amount of the training cost made out to the King County Finance Department. Payment by check must be received no less than two weeks prior to the scheduled class start date.

All students will receive a confirmation e-mail one week before each class.

COURSE CANCELLATIONS: If the number of registered students is not adequate to justify the cost of presenting the course prior to the scheduled start date, the course will be cancelled and rescheduled at a later date. All registered students will be notified immediately of any course cancellations. If a course is cancelled by KCGIS Center, registered students will be given the option to register in a future course or to receive a full tuition refund.

If, where notice has not been given but KCGIS Center is not able to start or continue a course as scheduled due to illness or unavoidable absence of the KCGIS Center instructor, or for any other reason beyond KCGIS Center's reasonable control, KCGIS Center will attempt to remedy the situation by either rescheduling the course or refunding tuition.

NOTE: King County GIS Center may include client names in future informational material, unless requested otherwise by client.